

REAL ESTATE COORDINATOR

Job Location: Flexible within the state of Florida

Salary: Commensurate with experience

Part-time: Hourly

Timeline: Open until filled

ABOUT CONSERVATION FLORIDA

Conservation Florida is a statewide accredited land trust with a mission to save Florida's natural and agricultural landscapes for future generations. Our conservation projects support Florida's native plants and wildlife, fresh water, conservation corridors, family farms and ranches, the economy and nature-based recreation. Since our founding in 1999, Conservation Florida has led the way in strategic and evidence-based land protection and has saved over 25,000 acres of critical habitat through acquisition, facilitation and incubation of conservation projects.

POSITION SUMMARY

The Real Estate Coordinator works with the Director of Conservation and other staff to coordinate land transactions, manage real estate data, and research potential real estate projects. Managing paperwork, data, and administrative tasks is a key part of this job. Other duties include organizing and managing land protection opportunities in a project management application, conducting real estate research, ordering due diligence and managing real estate timelines, as well as other duties assigned by the Director of Conservation and CEO.

THE IDEAL CANDIDATE

Conservation Florida is looking for an organized, detail-oriented person with a background in real estate, office administration, or paralegal work. You enjoy creating and improving the efficiency of systems, processes and protocols and have a genuine interest in helping to protect Florida's special places.

POSITION RESPONSIBILITIES

Administration

- Produces and manages information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Creates and organizes paper and electronic files
- In coordination with the Director of Conservation, organizes and manages the land protection team's project pipeline

- Assists the Director of Conservation in developing a real estate procedure guide and developing and organizing related forms and documents to assist program managers in carrying out real estate duties
- Proofreads various documents, including legal documents and may draft letters, contracts, and other documents, as requested
- Manages a real estate database, pulls reports, and ensures other staff input the necessary information, documents, contacts, etc. into the database
- Aids in the preparation of agenda and background materials for the Land Protection Committee
- Generates invoices, tracks and codes for proper billing and reimbursement, and sends to bookkeeping on time
- Represents Conservation Florida when communicating and obtaining information and following-up on delegated assignments
- Keeps information confidential

Real Estate

- Obtains bids for real estate due diligence products from contractors and drafts contracts/engagement letters for the Director of Conservation's or CEO's signature
- Retains and tracks due dates for real estate transactions and follows up with contractors and/or program staff as needed
- Reviews real estate inquiries and produces maps and memos using research and ARC GIS to process incoming land protection opportunities
- Communicates with landowners about real estate transactions, as requested by the Director of Conservation
- Aids in the coordination of site visits, as necessary
- Assesses the needs of the land protection department and offers solutions to the Director of Conservation to enhance department effectiveness and efficiency

QUALIFICATIONS

- Minimum of three years' experience in office administration, transactional real estate, as a legal secretary, paralegal or administrative assistant or related field required
- Associate of Science degree or certificate in paralegal studies, office administration or related field preferred
- Extremely detail-oriented with talent for organizing and managing multiple timelines
- Experience managing real estate transactions or a high volume of complex administrative tasks
- The preferred candidate must be willing to take initiative and make decisions within the bounds of instructions provided by the Director of Conservation
- Willingness to learn new skills, be versed in Office 365, and able to learn multiple software programs

- Experience developing organizational systems and working with databases is preferred
- Must be able to work well in a team as well as independently with minimal supervision
- Must have sufficient internet and phone service to work remotely. A combination of in-office and remote work is expected

HOW TO APPLY

Please send resume and cover letter to info@conserveflorida.org

The successful applicant must meet the requirements of Conservation Florida's background screening process.

Conservation Florida is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms Conservation Florida's commitment to the principles of fair employment and the elimination of all discriminatory practices.